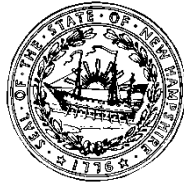


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Bureau of Special Education FY'17 Memo #3

Date: September 2, 2016

To: Superintendents of Schools  
Directors of Special Education  
Business Administrators

From: Office of the Commissioner  
Division of Educational Improvement  
Bureau of Special Education

RE: SPP/APR Timeliness of Initial Evaluations 2015-2016

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, has generated the initial data report used for Indicator 11 – Timeliness of Initial Evaluations. This data report enables the Districts to review the 2015-2016 data that has been entered in the New Hampshire Special Education Information System (NHSEIS) by district personnel regarding initial evaluations.

This data can be reviewed by accessing a password protected file, uploaded on the Main Menu page of NHSEIS. If you do not know the password for your district, you may contact Terry Hersh at the NHDOE at (603) 271-3775 / [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov).

The data report is created with three categories: "Referral", "Parent Consent", and "Eligibility Determination." If any of the data points in these categories are blank, there may be a number of reasons for this -

- A referral date was entered but a parent consent date was not entered;
- A previous parent consent date was used for a new referral date therefore the parent consent date was prior to the referral date;
- Eligibility for special education was not determined before a student moved;
- The child exited the district in the middle of the evaluation process; or
- The date of the referral, parent consent or eligibility is an error such as 2014 but should have been entered as 2015.

If there are errors/blanks in any of the categories, please review the student's special education record and enter the appropriate dates in NHSEIS. Entering data in the data report will not change information in NHSEIS.

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If you find such errors, please correct the dates in the student's file in NHSEIS. The deadline to complete the review of the initial data report is **Friday, September 16, 2016**.

Subsequent to the data review period, the NHDOE will generate a final data report for Indicator 11-Timeliness for Initial Evaluations for the 2015-2016 reporting year. This final data report will be employed for District Determinations and reporting for the Annual Performance Report (APR) to the U.S. Department of Education.

If you would like further clarification on the data collection for Indicator 11, please contact Bridget Brown at [Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov) or 603-271-3776.

BB:BJD